DFRC Travel Manager NewsFlash #2

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For the Travelers that have (or have not) been through the Travel Manager Voucher training and are creating their own vouchers here are just a few things to remember.

Voucher Preparation Training for Travelers:

If a Traveler has not been through the training and wants to create their own Vouchers sign up for the training courses as they become available - they are announced through the public mail or the web site http://www/organizations/IFMP/Modules/TravelMan/schedule.html . Or call the BISS Help desk at x2477 to see when the next Traveler Voucher training class will be held. Travel Manager Voucher training is approximately a 2 - 2 1/2 hour course.

Preparation of Travelers' Vouchers:

Preparers can still create a Voucher for Travelers. After the Preparer has created, stamped and signed the Voucher the **Traveler** still **MUST** go into Travel Manager to review and **Stamp and Sign the Voucher** before it will be routed. Until the Voucher is signed by the Traveler, it just sits - there is **not** a notification or email message through Travel Manager that will be received for this. Preparers cannot stamp and sign for a Traveler. The Preparer should email or call the Traveler after they have completed their portion of the process.

Travelers with Training MUST do Vouchers From Authorzations:

Using the Voucher from Authorization function pulls all of the information from the Authorization into the Voucher. This is the correct way to create Vouchers. (Only for **Local Vouchers** it is done differently see next bullet.) **If a voucher is created incorrectly** - *if already signed and routed* then contact the person who currently has the document in their queue and ask them to return it to you or contact the BISS Help desk at x2477 and they can return it to you also. After the incorrectly prepared voucher is returned it needs to be deleted use the Delete Document link. Use the Create a New Document link and select the Voucher from Authorization in the Document Type drop down menu. Click anywhere outside of the box and you should get the search function where you can type in the Travelers name and select the icon next to the correct Authorization that approved the travel that you are creating the Voucher for. Now Travel Manager should bring you back to the Create a New Document screen with the Document name, Traveler SSN and Traveler name pre-filled. Click the Create button on the right hand side of the screen to begin your voucher. If you *did not sign and route a voucher* and find that it is prepared as an incorrect document type then just close out of the document and use the Delete Document link to delete the incorrect voucher and start again using the process above starting at the point Create a New Document link.

Travelers with Training Creating Vouchers Should ONLY Have to Name Local Vouchers:

The Agency and Center accepted naming convention is: example: 24-XXMMDDYYJMK. Which is created by the two digit DFRC center code 24, a (-) dash, a two digit organization code, the two digit month for when travel begins, the two digit day for when travel begins, two digit year for when the travel will take place and 2-3 letter initials for name of traveler. These should all be in capital LETTERS & there should be no additional spaces added.

Travelers That do Their Own Vouchers are Responsible for Their Travel Receipts Getting to the Travel Office:

It is easiest to print out a copy of the travel voucher and include it with the travel receipts that go down to the travel office. These can be hand carried or sent inter office mail to the Travel Office at M/S 1013. These receipts are needed as back up documentation for the Travel Office to audit. Vouchers **will not be disbursed** until the auditing has been done by the Travel Office.

Travelers CANNOT Create Their Own Authorizations:

Preparers are still the only group trained to create Authorizations in Travel Manager.

If you have any questions or have any topics you would like information on please email biss@mail.dfrc.nasa.gov